



November 01, 2007

Dear District Test Coordinator,

Welcome to the beginning of the Spring 2008 testing season. Harcourt Assessment and South Dakota DOE are in the process of establishing the ordering requirements for both the **Dakota STEP-A** (Alternate Assessment) and the **Dakota ELP** (an augmented and aligned Stanford English Language Proficiency test).

Harcourt Spectrum will be utilized to capture the enrollments for both of these administrations. If you have used Harcourt Spectrum in the past administrations you will be able to access utilizing your same logon and password that was previously established. If that information is not readily available please call the Harcourt Customer Support Center at **1-800-763-2306**.

If you are a new coordinator and have never accessed Spectrum you will need the following information to register on the Spectrum website and to complete your orders online:

- The address for the Spectrum website is [www.harcourtspectrum.com](http://www.harcourtspectrum.com)
- The Contract Code is "SouthDakota" (the system is case sensitive).

District test coordinators will use Spectrum to place their initial orders for the Spring 2008 test materials during this year's enrollment window: **November 26 through December 07, 2007**.

The following are key dates for using the Spectrum website:

November 26-Dec 07, 2007: Spring Enrollment Period

Spectrum will be available to place orders for test materials for the Spring 2008 **Dakota STEP-A and Dakota ELP** administration. You will also be asked to update your contact information, including email address, when placing your order.

January 1 – 18, 2008: Track Shipments

Spectrum will be available for you to track your shipment of test materials (**Dakota STEP-A and Dakota ELP**) as they arrive in your district.

January 21 - 25, 2008: Place Additional Orders

Spectrum will be available to place orders for additional test materials (**Dakota STEP-A and Dakota ELP**) if your enrollment changes.

If you have questions about Spectrum or the ordering process, please call the Harcourt Customer Support Center at **1-800-763-2306**. They are available to assist you, Monday through Friday, 7:00 am CST – 7:00 pm CST.

We appreciate your cooperation and support,

**The Harcourt South Dakota Program Team:**

Carol Sekinger, Program Manager  
Yardley Poché, Program Administrator  
Martha Lopez, Program Coordinator

